



City of Eureka, California

Class Specification

This is a class specification and not an individualized job description. A class specification defines the general character and scope of responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list every duty for a given position in a classification.

Class Title	Facilities Maintenance Supervisor
Class Code Number	5115

General Statement of Duties

Supervises, prioritizes, assigns and reviews the work of staff responsible for facilities maintenance services, including custodial, carpentry, painting, plumbing, welding, and electrical maintenance or repair; oversees, participates in and performs a variety of technical tasks relative to work activities of assigned areas of responsibility; performs directly related work as required.

Distinguishing Features of the Class

The principal function of an employee in this class is to supervise, prioritize, assign and review the work of staff responsible for facilities maintenance services, including custodial, carpentry, painting, plumbing, welding, and electrical maintenance or repair, and to oversee, participate in and perform a variety of specialized tasks relative to work activities of assigned areas of responsibility. The work is performed under the supervision and direction of higher level staff, but considerable leeway is granted for the exercise of independent judgement and initiative. Direct supervision is exercised over assigned divisional staff. The nature of the work performed requires that an employee in this class establish and maintain effective working relationships with all others contacted in the course of work. The principal duties of this class are performed in an office and field environment, including exposure to inclement weather conditions, high voltage, various chemicals and other potential personal hazards.

Examples of Essential Work (Illustrative Only)

- Supervises, prioritizes, assigns, and reviews the work of staff responsible for the maintenance, repair and alteration of City facilities, including participating in selection of staff, establishing schedules and goals, evaluating performance, recommending disciplinary action, and providing training to staff in appropriate methods and techniques of operations and activities, including ensuring safe work practices;

- Reviews, prioritizes and assigns all work orders; establishes schedules and methods for providing facilities maintenance services; evaluates problems and establishes installation, maintenance or repair priorities; receives and investigates maintenance complaints; conducts field inspections for needed maintenance, repair, and/or alterations, and schedules the work; responds to or assigns after hours and weekend emergency calls; ensures compliance with proper work methods;
- Prepares various reports and keeps accurate records on Division operations and activities on a daily, weekly and monthly basis;
- Acts as the City's representative and liaison on relevant topics, including but not limited to, coordinating and communicating with other City departments regarding the public and internal use of City facilities, coordinating projects with outside contractors, providing technical expertise, advice, and recommendations, responding to questions and comments from the public in a courteous and timely manner and collaborating with involved parties to reach resolutions on identified issues;
- Coordinates and is responsible for the city-wide Key and Lock Program for all facilities;
- Performs a full range of building maintenance duties as required on a daily basis, including custodial, carpentry, painting, plumbing, welding, and electrical maintenance or repair;
- Supervises and performs repairs and maintenance of traffic signals, coordinating activities with appropriate electrical utility and transportation entities;
- Maintains the heating and cooling systems for all City facilities;
- Develops, prepares and interprets plans and specifications and provides technical assistance for related projects performed by internal staff and develops and prepares maintenance contracts for work to be completed by outside contractors, including developing specifications for painting, roofing, equipment replacements, and related work, soliciting bids for work done, overseeing and inspecting the work, drafting building repair and alteration plans, ensuring work is completed in a satisfactory and timely manner, and ensuring compliance with specifications and applicable codes;
- Participates in the development and administration of the Division budget, including forecasting needs and monitoring expenditures to ensure compliance with approved budget;
- May perform duties of higher level staff in their absence;
- Keeps immediate supervisor and designated others accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Attends meetings, conferences, workshops, and training sessions and reviews publications and audio-visual materials to become and remain current on principles, practices, and new developments in assigned work areas;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Performs other directly related duties consistent with the role and function of the classification.

Required Knowledge, Skills, and Abilities
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- Thorough knowledge of relevant Federal, State, and local laws, codes and regulations;

- Thorough knowledge of City operations, policies, and procedures;
- Thorough knowledge of the principles and procedures of supervision, training and performance evaluation;
- Thorough knowledge of the materials, methods, practices, and equipment used in facilities maintenance, including custodial, carpentry, painting, plumbing, welding, and electrical repair;
- Thorough knowledge of the occupational hazards and safety precautions necessary in the work performed and supervised;
- Thorough knowledge of the principles and procedures of record keeping and reporting;
- Thorough knowledge of construction principles and practices;
- Thorough knowledge of drafting, blueprints, layouts, and designs of related trades;
- Thorough knowledge of municipal budget preparation and control;
- Substantial knowledge of procurement, finance, and bid processes;
- Substantial knowledge of modern office procedures, methods, and computer equipment;
- Ability to operate power and hand tools, and equipment and machinery designed for facilities maintenance;
- Ability to apply and interpret departmental and divisional policies and procedures;
- Ability to assist in preparing and administering a divisional budget;
- Ability to effectively supervise, train and evaluate the work of others;
- Ability to efficiently perform purchasing, procurement, finance, and bid processes;
- Ability to effectively manage time, prioritize and demonstrate multiple task orientation;
- Ability to exercise sound, independent judgment;
- Ability to oversee outside contractors;
- Ability to establish and maintain effective relationships with co-workers, other City employees, outside contractors, and the general public;
- Ability to communicate effectively with others, both orally and in writing, using both technical and non-technical language;
- Ability to understand and follow oral and/or written policies, procedures, and instructions;
- Ability to prepare and present accurate and reliable reports containing findings and recommendations;
- Ability to operate a personal computer using standard or customized software applications appropriate to assigned tasks;
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions;
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ability to exercise integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

Any combination of training and/or experience which is equivalent to:

- High School Diploma or GED supplemented by specialized training in the building trades;
- Four to six years increasingly responsible facilities maintenance experience, with at least one year of supervisory experience.

Required Special Qualifications
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- Valid Class C California State Driver's License.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, to enable the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, to enable the employee to review a wide variety of materials in electronic or hard copy form;
- Sufficient manual dexterity, with or without reasonable accommodation, to enable the employee to efficiently operate power and hand tools, machinery and equipment, personal computer, telephone, and other related equipment as required;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to safely lift, move, or maneuver whatever may be necessary to successfully perform the duties of their position;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, to enable the employee to efficiently function in an office and field environment, which includes exposure to inclement weather conditions, high voltage, various chemicals and other potential personal hazards.